

**UNITED STATES DISTRICT COURT  
EASTERN DISTRICT OF MICHIGAN  
DETROIT, MICHIGAN**

**OFFICE OF THE COURT ADMINISTRATOR/CLERK OF COURT**

**TWO PUBLIC SERVICE/RECORDS MANAGEMENT DEPUTY CLERKS - #00-14**

**STARTING SALARY/CLASSIFICATION LEVEL (depending upon qualifications): CL-23 - \$23,630-\$29,551 (Salary Potential to \$38,433)**

These positions are located in the Court Operations Unit of the Clerk's Office. An incumbent files documents; maintains the official records of the Court; opens, sorts and distributes mail; maintains and distributes supplies and provides duplicating services.

**Representative Duties**

- # Collects, sorts and classifies legal documents; places documents in the proper case folder; assures all contents of case folders are in proper sequence.
- # Prepares and packs case folders for shipment to the Federal Records Center.
- # Assists in naturalization ceremonies for new United States citizens.
- # Duplicates documents upon request and prepares notices to litigants.
- # Formally files documents which meet requirements set forth in court rules.
- # Affixes case numbers to new civil, criminal and miscellaneous actions and randomly assigns district and magistrate judges to these actions.
- # Routes documents to proper judicial and administrative offices/persons.
- # Enters data from documents into computer; makes summary entries of documents and proceedings on the docket.
- # Maintains inventory of supplies, stocks shelves and distributes supplies.
- # Opens, sorts and distributes mail.
- # Answers telephone inquiries and, where appropriate, furnishes information to people within and outside of the Court.

**Skills and Experience Required**

This position requires a minimum of two years of progressively responsible administrative or clerical experience. Candidates must possess excellent organizational and interpersonal skills, must demonstrate written, verbal, quantitative and data entry competence by achieving an acceptable score on court administered tests and must be capable of moving and lifting 40 pounds. A background that includes successfully working on a team in a business setting and

achieving educational excellence is desirable. WordPerfect, Word and Windows 95 is preferred.

**Application Procedures**

To be assured consideration, applicants should submit a cover letter and resume to the Personnel Office, United States District Court, 827 Theodore Levin United States Courthouse, Detroit, Michigan 48226 by the close of business on Friday, September 15, 2000. Only those applicants selected for an interview will be contacted. Resumes will be kept on file for one year. All appointments subject to mandatory electronic funds transfer.

**THE U. S. DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER**

8/14/00